



# BUILDING PERMITS AND INSPECTIONS

---

## MEMORANDUM

---

**TO:** The Honorable Mayor & City Council  
Jim Martinez, Chief Administrative Officer  
Adrian Ocegueda, Executive Assistant to the Mayor  
Laura Uribarri, Executive Assistant to the Mayor  
Patricia D. Adauto, Deputy CAO for Building and Planning Services

**COPY:** William A. Chapman, Deputy CAO for Financial Services  
David R. Almonte, OMB Director  
Irene D. Ramirez, P.E., Interim City Engineer  
Lisa Elizondo, City Attorney  
Terry Garcia, Asst. City Attorney  
Richarda D. Momsen, Municipal Clerk

**FROM:** R. Alan Shubert, P.E., Director of Building Permits and Inspections 

**SUBJECT:** Fee Increases for Building Permits and Inspections

**DATE:** March 17, 2004

---

On December 5, 2003, we received a list of proposed fee increases from Mr. William Chapman, Deputy CAO, with justification for all city services. The increases were based upon the fact that there has not been a fee increase since 1994. The Office of Management and Budget conducted an extensive study of building permit fees and licenses in the fall of 2003 by looking at process flows and interviewing department staff. The steps in processing each permit or license were documented in an attempt to capture all costs associated with it. A determination was then made on whether the City was recovering all costs associated with each permit or license. The fee increases proposed by OMB were proposed on this basis.

The Building Permits and Inspections department reviewed the study done by OMB for the purpose of understanding their findings and revising some fees through combination of fees, addition of fees, and deletion of fees. The reason

for this is to reduce unnecessary work in the department and enhance our service to the customer. A synopsis of the results is this:

- 1) BP&I feels that there would be much efficiency gained by adopting a single permit and fee system for new single family residences and new additions to single family residences. We studied the fees extensively and came up with an alternate to OMB's proposal to include this. The single permit fees were adjusted to decrease the effect of the increases on the smaller new residences (less than \$70,000) and increase the effect on larger residences. A table of values is attached to this memo to document this. In addition, we propose standard rates for valuation of new homes by square footage. These rates are indexed to the values published by the International Codes Council, International Building Code Legacy Building Valuation Data type 5 (V), Column B Average value for single family residence, presently \$49 per square foot for El Paso. The overall effect of our proposal is within 1.1% of what OMB recommends.
- 2) New fees were added to the schedule for some new services provided by the department. These include a fee for Permit by Appointment, which is a service to allow commercial clients with tenant improvement projects to have the plan review done in one sitting by making an appointment with the department. The second new fee proposed is the Customized Plan Review fee. This fee is to provide a service for large commercial and institutional projects, where Planning, Fire, BP&I, Engineering, and possibly the Health department are involved. The plans are reviewed by a committee of involved departments, shortening plan review time to the minimum possible. The third new fee proposed is a fee for Temporary Certificates of Occupancy. These are requested when a tenant needs to move furniture, fixtures, or equipment into a facility prior to completion of construction. This requires a minimum of one additional inspection, and the fee is to reflect additional work required.
- 3) Deleted were the Texas Accessibility Standard fees for plan review, as we no longer perform this service and it is the responsibility of the state. Also deleted were the hourly rate and minimum for plan review. These were replaced by the services offered in (2).
- 4) Attached are copies of the ordinances. A list of ordinances are as follows:
  - Amplification Permit
  - Building & Construction Administrative Code – Valuation for New Residential Homes
  - Building & Construction Administrative Code – Increase Permit Fees
  - Dealers in Second Hand Goods, Coins & Precious Metals License
  - Driveway Permit
  - Grading Permit

Home Occupation Permit  
Hotel & Motel Permit  
Late Payment of Business License  
Licenses – Increase Permit Fees  
Laundries License Fee – Expiration  
Motor Vehicle Dealers License  
Parade Permit  
Parking in Residential District  
Public Swimming Pool License  
Sidewalk Permit  
Sign Permit  
Trailer Court License  
Use of Gas Heaters Permit  
Vendors License

If you have any questions or need more information, please do not hesitate to call me at 541-4557 or Said Larbi-Cherif at 541-4791.

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING TITLE 13 (STREETS, SIDEWALKS AND PUBLIC SPACES),**  
**CHAPTER 13.32 (PARADES AND TEMPORARY EVENTS),**  
**SECTION 13.32.040 (PERMIT APPLICATION) TO INCREASE THE PERMIT FEES**  
**THE PENALTY BEING AS PROVIDED IN SECTION 13.32.130**  
**OF THE EL PASO MUNICIPAL CODE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. That Section 13.32.040 Permit Application shall be revised to read as follows:

**13.32.040 Permit Application.**

An application for a permit must be on a form provided by the city and filed with the building permits and inspections director.

- A. Filing Period.** The application must be filed with the building permits and inspections director not less than seven days before the proposed date of the parade or temporary event, unless the applicant requests the assistance of the city with street cleaning, whereby the application and request for assistance with street cleaning must be filed with the building permits and inspections director not less than fourteen days before the proposed date of the parade.
- B. Contents.** The application for a permit shall set forth the following information:
1. The name, address and telephone number of the person seeking to conduct the parade or temporary event;
  2. If the applicant is an organization, the name, address and telephone number of a person acting for the organization and responsible for the parade or temporary event;
  3. The proposed date of the parade or temporary event;
  4. The hours when the parade or temporary event will start and terminate;
  5. The proposed location or route, including the proposed starting point and termination point;
  6. The location of any assembly areas for the parade or temporary event;
  7. The approximate number of persons and the kind and approximate number of animals and vehicles expected to participate;
  8. If the parade or temporary event is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall also file a communication in writing from the person proposing to hold the parade or event, authorizing the applicant to apply for the permit on his behalf.
  9. Any additional information requested by the building permits and inspections director and reasonably necessary for a fair determination as to whether the permit should be issued.
- C. Application Fees.**
1. For applications requesting a permit for one event to take place on a single day, a fee of forty dollars to cover the expenses incident to processing shall be paid by the person applying for the permit at the time of the filing of the application.
  2. For applications requesting multiple permits for two or more similar events to take place on consecutive days in a manner authorized under this chapter, a fee of sixty dollars to cover the expenses incident to processing shall be paid by the person applying for the permits at the time of the filing of the application.

**D. Late Applications.** Where good cause is shown, a person or an organization may file an application less than seven days before the proposed date of the parade or temporary event. Except for the time of filing, the application must comply with Section 13.32.040. The mayor, mayor pro tem or alternate mayor pro tem shall consider the application without a recommendation from the building permits and inspections director, and shall issue a permit based on the standards set out in Section 13.32.050 if the mayor, mayor pro tem or alternate mayor pro tem finds that:

1. The late filing was not due to a lack of diligence on the part of the applicant; and
2. The short notice does not unreasonably prejudice the city in preparing for the parade or temporary event

2. Except as herein amended, Title 13 (Streets, Sidewalks and Public Spaces), shall remain in full force and effect.

**PASSED AND APPROVED this 6<sup>th</sup> day of April, 2004.**

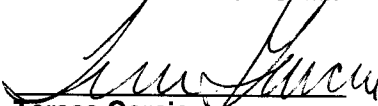
**THE CITY OF EL PASO**

\_\_\_\_\_  
**Joe Wardy**  
**Mayor**


**ATTEST:**

\_\_\_\_\_  
**Richarda Duffy Momsen**  
**City Clerk**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**Teresa Garcia**  
**Assistant City Attorney**

**APPROVED AS TO CONTENT:**

  
\_\_\_\_\_  
**R. Alan Shubert**  
**Director for Building Permits**  
**and Inspections**